

**FISCAL YEAR 2018**

**RECYCLING INFRASTRUCTURE GRANT  
PROGRAM  
REQUEST FOR PROPOSALS**



**Rick Snyder, Governor  
C. Heidi Grether, Director**

**Waste Management and Radiological Protection Division  
Michigan Department of Environmental Quality**

**DEQ Internet Web site address: <http://www.michigan.gov/mirecycles>**

**Application Deadline: March 9, 2018**



The Michigan Department of Environmental Quality shall not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. Questions or concerns should be directed to the DEQ, Office of Human Resources, P.O. Box 30473, Lansing, Michigan 48909.

**Michigan Department of Environmental Quality  
Waste Management and Radiological Protection Division  
Fiscal Year 2018  
RECYCLING INFRASTRUCTURE GRANT PROGRAM**

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### **INTRODUCTION**

As a result of setting the ambitious goal of doubling the State of Michigan's (State) recycling rate, funding in the amount of one million dollars per year was appropriated to the Department of Environmental Quality (DEQ) to support Michigan's progress toward a leadership position in recycling. The Recycling Infrastructure Grant (Grant) is one of the DEQ's Fiscal Year 2018 Sustainability Grants, which also include Scrap Tire Cleanup Grants and Scrap Tire Market Development Grants.

One of the proven methods for increasing recycling is making sure residents have convenient access to recycling opportunities. Too often, the lack of recycling collection infrastructure prevents the ability of valuable recyclable materials to make it from the curb into new products manufactured in Michigan. Along with other activities, including technical assistance, education and outreach, and market development, this Grant is an important part of implementing the Governor's Recycling Initiative.

Through the 2018 Recycling Infrastructure Grant Program, the DEQ will provide grants to Michigan municipalities (cities, villages, townships, charter townships, counties, tribal governments, and/or municipal solid waste or resource recovery authorities) for funding municipal residential curbside recycling carts (Carts). The program has up to **\$500,000.00** available for grants in fiscal year 2018. There is no maximum or minimum amount that a grantee may request. Grantees are required to provide matching funds at least equal to the amount of grant funds awarded. Grantees may be offered partial funding. Grants will be paid through a reimbursement process.

Tools and resources are available to assist grantees in developing a quality cart distribution plan. Some resources by national leaders are available, such as a Municipal Recycling Cart Rollout Guide by The Recycling Partnership. For more information regarding these resources, contact your local DEQ Recycling Specialist or visit The Recycling Partnership webpage at <https://tools.recyclingpartnership.org/>.

The DEQ is now accepting applications. Application for funds shall be made on the electronic form provided by the DEQ. **Submission of a complete application does not guarantee that the applicant will receive a Grant.**

### **ELIGIBILITY CRITERIA**

***Applicants must meet the following:***

- Eligible applicants are Michigan municipalities, including cities, villages, townships, charter townships, counties, tribal governments, and/or municipal solid waste or resource recovery authorities. Funding or program partners may be for-profit or non-profit organizations, but such entities are not eligible to receive grants.
- Municipalities receiving grants are required to provide a match of at least 100 percent of the total grant funds requested. Grantee matching contributions may only be in dollars.

All grant **AND** matching funding can only be used for the purchase of carts. Staff time and indirect costs are not eligible for grant or match funding. Matching funding contributions can come from private, non-profit, foundation, municipal, or other partners. Potential match funding sources may include other grants, bond monies, loans, cash, public partnerships, public/private partnerships, etc.

- Grantees must expend grant funding to complete the purchase of carts and submit all reimbursement requests by September 30, 2019. Cart deployment must be completed by September 30, 2020.
- All applications must include an independent auditor's report from an independent certified public accountant documenting that the fiduciary applicant has undergone a comprehensive financial audit within the last 24 months. The independent auditor's report must include the dates and scope of the financial audit.
- The applicant must submit a complete application, as described below in the section titled "Required Application Components."
- Multi-family and public space recycling bins are not eligible for funding under this fiscal year's grant.

## **APPLICATION PROCESS AND EVALUATION CRITERIA**

### ***Required Application Components:***

To be considered complete, an application must include all the components listed below, **and the application MUST be printed, signed, scanned, and returned electronically to [DEQ-RecyclingGrant@michigan.gov](mailto:DEQ-RecyclingGrant@michigan.gov)**. Supporting documentation must be included as attachments and submitted with the application. Incomplete responses may result in a determination that the application is incomplete, and therefore, not eligible for funding.

- **Application form, including applicant signature.**
- **Project Description:**

Using the electronic application form, please provide the following information

- Clear and realistic project goals and objectives.
- Description of current recycling program, including:
  - Name of service provider (municipal or contract hauler).
  - Number of households/units served.
  - Collection method (single stream, curbside cart sort, separate containers for fibers/rigids, drop-off, etc.).
  - Size of containers (either in gallons or cubic yards, depending on collection method).
  - Collection frequency (weekly, bi-weekly, etc.).
  - List of recyclable materials collected.
  - Name and location of recycling processor.
  - Description of current education and outreach program.
  - Description of existing community support and/or partners in the program.
  - Description of existing operational funding sources (user fees, millage, special assessments, general funds, etc.).
  - Solid waste tonnage collected in the previous year.

- Baseline material recovery rate for the previous year, measured in pounds of recyclable material diverted per household (exclude yard clippings, e-waste, and other materials not included in curbside program). Calculations and substantiating information must be provided as an attachment. If your community does not have access to local recycling data, please state “Data Not Available,” and a national average will be used for your community numbers during the review process.
- Description of planned curbside cart recycling program, including:
  - Name of service provider to be used if known (municipal or contract hauler).
  - Number of households/units to be served.
  - Size of carts (in gallons).
  - Description of cart ownership.
  - Collection frequency (weekly, bi-weekly, etc.).
  - Collection method (single stream, curbside cart sort, separate containers for fibers/rigids, etc.).
  - List of recyclable materials to be collected.
  - Demonstration of hauler capability and material recovery facility capacity.
  - Name and location of recycling processor to be used if known.
  - Estimated increase in the material recovery rate, measured in pounds of recyclable material diverted per household per year (exclude yard clippings, e-waste, and other materials not included in curbside program). Calculations and substantiating information must be provided as an attachment.
  - Description of the planned education and outreach program, including a detailed description of the cart roll out (distribution) campaign. Please include a description of any proposed methods to address contamination.
  - Description of planned community support and/or partners (include any specific letters committing an amount of time, money, activities, or other specified resources for the planned program).
  - Description of how the project will be sustained beyond the grant timeline, including a description of existing or proposed operational funding sources (user fees, millage, special assessments, general funds, etc.).
- Project Evaluation:
  - Describe how the project will be evaluated, including how success will be defined and measured. Include any proposed qualitative and quantitative methods to measure and/or track increase, participation, and relevant metrics. Include proposed frequency of monitoring/measurement. Participation rate is defined as the percentage of homes that put the recycling cart out for collection at least once during a one-month period.
  - A final report will be due one year after cart deployment, but no later than **February 28, 2021**, and must include previous and new diversion rates, participation rate, lessons learned, and recommendations for future action.
  - Describe how evaluation results will be used and distributed, including any products that will result from the planned program.
- **Work Plan and Timeline:**
  - **Using the table in the electronic application form**, please provide the following information presented by tasks (with sub-tasks as necessary). Include who will be

responsible for carrying out each task and any products and deliverables. In addition, please provide a timeline of activities, showing when each task described in the work plan will be started and completed.

- Identify tasks and responsible party for cart procurement, including any information on the cart manufacturer.
- Identify tasks and responsible party for cart deployment.
- Identify tasks and responsible party for the education and outreach campaign, including methods of delivery to be used.
- Identify tasks and responsible party for quarterly demonstrations of project progress. Quarterly progress reports will begin immediately after a grant agreement is finalized. Include metrics of evaluation and methods of measurement.

- **Timeline Considerations:**

The following key dates should be considered as the timeline is developed:

- Carts must be purchased and reimbursement requests submitted by September 30, 2019;
- Carts must be deployed by September 30, 2020;
- Final Report due one year after cart deployment, but no later than February 28, 2021.

- **Budget:**

- **Using the budget table in the electronic application form, please provide the following information:**
  - Cart purchase budget, including cost per cart. If possible, include a price quote for the carts.
  - Education and outreach budget necessary for the planned program. **(These expenditures are not eligible for funding through this grant.)**
  - Equipment, contractual services, or staffing budget necessary for the planned program. **(These expenditures are not eligible for funding through this grant.)**
  - Source(s) of local match funding to be used for the planned program.

***Evaluation Criteria:***

Priority will be given to applicants including the following:

- Additional funding beyond the required local match amount.
- Robust, continuing education programs with sustainable funding, including the use of the “Recycle, Michigan” campaign logo.
- Programs providing reliable baseline material recovery rate data.
- Projects that provide carts to every eligible household (i.e., full cart roll-outs).
- Sustainable funding mechanisms.

- Programs implementing participation rate incentives such as “pay as you throw” programs, volume limits, reward programs, RFID tags, etc.
- Programs with largest predicted increase with best supporting data.

During the grant review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timelines, and grant amounts, within the parameters outlined in the application instructions.

### ***Application Submission Information:***

Full applications must be submitted by 11:59 p.m. on **March 9, 2018**, to the following email address: [DEQ-RecyclingGrant@michigan.gov](mailto:DEQ-RecyclingGrant@michigan.gov).

- Application for funds shall be made on the electronic form provided by the DEQ at the following website: **<INSERT LINK>**
- Applications that are incomplete will be deemed ineligible and receive no further consideration for funding.
- All questions regarding application preparation and submission should be directed to the recycling specialist staff in your area. Refer to attached map for coverage areas and contact information.

### ***Application Review Process:***

- Deadline for submittal of applications is March 9, 2018.
- Grantees will be notified of their funding status once the DEQ Director makes final funding recommendations. Estimated date: May 2018.

### ***Grant Agreement Requirements for Approved Applicants:***

Successful applicants will be required to enter into a standard contractual agreement with the DEQ. Project costs incurred prior to entering into an agreement signed by both parties will not be reimbursed. There will be limited opportunities for negotiation prior to entry of a Grant agreement. Opportunities to modify a signed agreement will also be limited.

Failure of a successful applicant to accept the obligations outlined in the standard agreement may result in withdrawal of the Grant. The DEQ reserves the right to offer partial funding for any approved applicants. In the event that partial funding is offered to an approved applicant, the applicant will only be required to provide 100 percent match of the funding amount offered. The original application becomes part of the Grant agreement, along with changes that may occur during contract negotiation. Additional requirements relevant to an individual project may be specified in the Grant agreement. The Grant agreement will stipulate a project period during which the project must be completed and all expenditures must be made. Successful applicants (Grantees) must be prepared to agree to the following minimum agreement conditions:

- Grant funds must be spent and reimbursement requested by September 30, 2019. Carts must be deployed by September 30, 2020.
- Grants are paid through a reimbursement process. All Grantees will submit proof of payment (i.e., cancelled checks, vendor invoices, ACH, wire transfer confirmations, bank statements, etc.) and proof of receipt of goods to the DEQ proving that the cart vendor has been paid PRIOR to receiving reimbursement from the Grant Program. Grantees will be reimbursed 50 percent of each documented cart purchase expenditure, up to the

awarded grant amount. The remaining 50 percent of the expenditure serves as the required match amount for the grant.

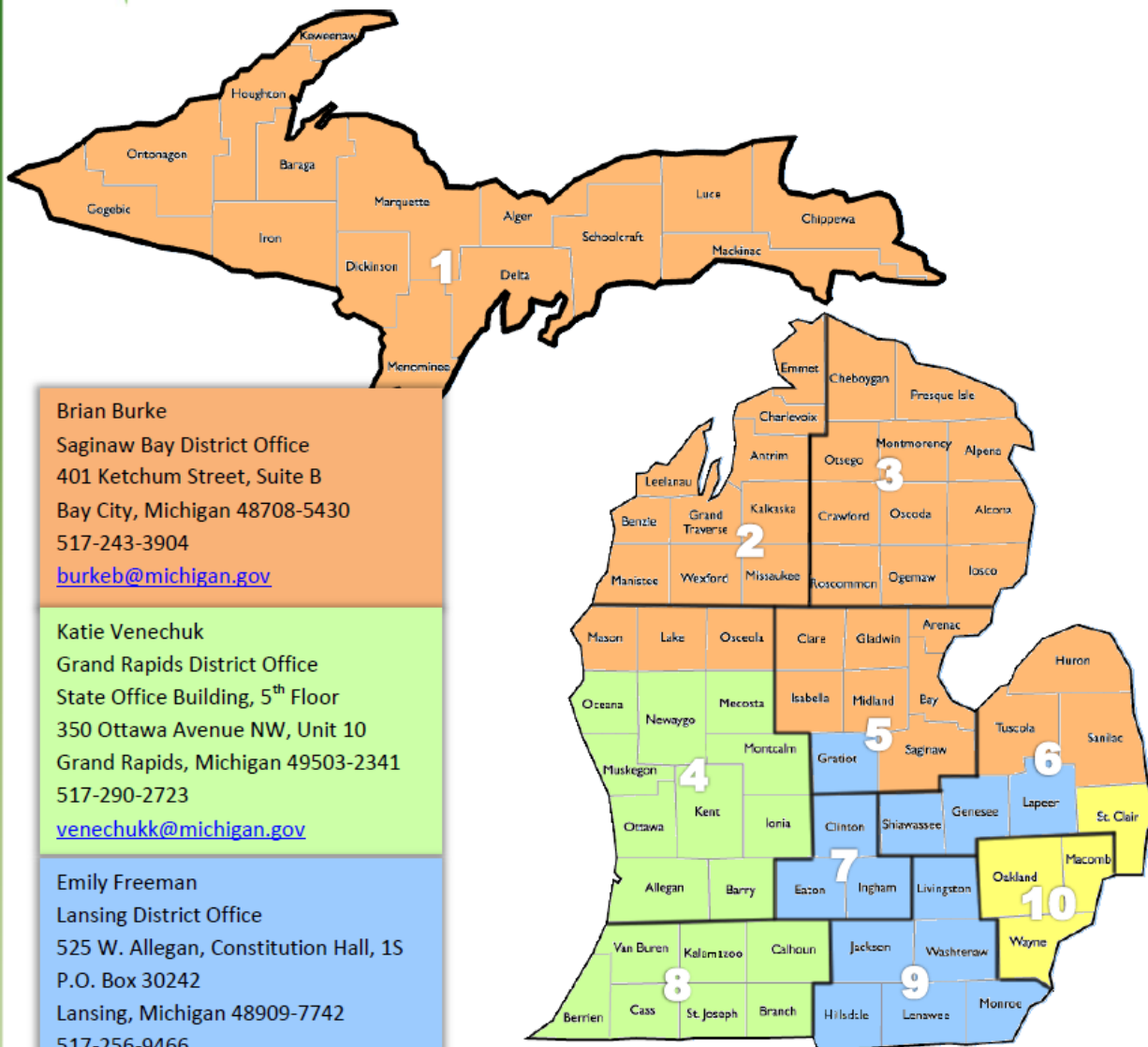
- A five percent retention amount will be released upon acceptance of the final report. The final report is due one year from cart deployment, but no later than February 28, 2021.
- Reimbursement may be requested quarterly in conjunction with required progress reports.

***Agreement Boilerplate Language:*** See attached standard Grant Agreement language for reference.



## RESIDENTIAL RECYCLING INITIATIVE

Michigan Department of Environmental Quality  
Recycling and Waste Minimization Specialists



Brian Burke  
Saginaw Bay District Office  
401 Ketchum Street, Suite B  
Bay City, Michigan 48708-5430  
517-243-3904  
[burkeb@michigan.gov](mailto:burkeb@michigan.gov)

Katie Venchuk  
Grand Rapids District Office  
State Office Building, 5<sup>th</sup> Floor  
350 Ottawa Avenue NW, Unit 10  
Grand Rapids, Michigan 49503-2341  
517-290-2723  
[venchukk@michigan.gov](mailto:venchukk@michigan.gov)

Emily Freeman  
Lansing District Office  
525 W. Allegan, Constitution Hall, 15  
P.O. Box 30242  
Lansing, Michigan 48909-7742  
517-256-9466  
[freemane@michigan.gov](mailto:freemane@michigan.gov)

Elizabeth Garver  
Southeast Michigan District Office  
27700 Donald Court  
Warren, Michigan 48092-2793  
586-753-3837  
[garvere2@michigan.gov](mailto:garvere2@michigan.gov)

**To report an environmental emergency to the DEQ: 800-292-4706  
Pollution Emergency Alerting System (PEAS)**

### MICHIGAN PROSPERITY REGIONS

1. Upper Peninsula, 2. Northwest, 3. Northeast, 4. West Michigan, 5. East Central, 6. East Michigan, 7. South Central, 8. Southwest, 9. Southeast, 10. Detroit Metro



Michigan Department of Environmental Quality  
800-662-9278

Rev. 12/2015





**PROGRAM NAME GRANT AGREEMENT  
BETWEEN THE  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
AND GRANTEE NAME**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environmental Quality, (DEQ), **Division** ("State"), and **Name of Grantee** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to **[Name of Legislation, Year and Public Act No.]** Legislative appropriation of Funds for grant assistance is set forth in **[Year and Public Act No.]** This Agreement is subject to the terms and conditions specified herein.

Project Name: \_\_\_\_\_

Amount of grant: \$\_\_\_\_\_

[Amount of match: \$\_\_\_\_\_ = \_\_\_\_\_%]

Start Date (date executed by DEQ): \_\_\_\_\_  
[unless alternate date specified]

[Project #: \_\_\_\_\_]

% of grant state \$\_\_\_\_\_ / % of grant federal \_\_\_\_\_

PROJECT TOTAL: \$\_\_\_\_\_ (grant plus match)

End Date: \_\_\_\_\_

**GRANTEE CONTACT:**

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Federal ID number

\_\_\_\_\_  
Grantee DUNS number

**STATE'S CONTACT:**

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Division/Bureau/Office

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
E-mail address

[Program will add a Remittance address if different than the above.]

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

**FOR THE GRANTEE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

**FOR THE STATE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

## **I. PROJECT SCOPE**

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

- (A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.
- (B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

## **II. AGREEMENT PERIOD**

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

## **III. CHANGES**

Any changes to this Agreement shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

## **IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS**

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

- (A) The Grantee must complete and submit quarterly progress reports according to a form and format prescribed by the State. These reports shall be due according to the following:

<b>Reporting Period</b>	<b>Due Date</b>
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*
October 1 – December 31	January 31

\*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

- (B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days from the End Date of the Agreement.
- (C) The Grantee must provide 2 copies of all products and deliverables in accordance with Appendix A.

## **V. GRANTEE RESPONSIBILITIES**

- (A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.
- (B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.
- (C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.
- (D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.
- (E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- (F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

## **VI. USE OF MATERIAL**

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

## **VII. ASSIGNABILITY**

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

## **VIII. SUBCONTRACTS**

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

## **IX. NON-DISCRIMINATION**

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

## **X. UNFAIR LABOR PRACTICES**

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

## **XI. LIABILITY**

- (A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.
- (B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

## **XII. CONFLICT OF INTEREST**

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

## **XIII. ANTI-LOBBYING**

If all or a portion of this Agreement is funded with federal funds, then in accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all sub-awards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "'Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government

for the purpose of influencing legislative or administrative action.” The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all sub-awards at all tiers.

#### **XIV. DEBARMENT AND SUSPENSION**

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at [www.SAM.gov](http://www.SAM.gov) to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

#### **XV. AUDIT AND ACCESS TO RECORDS**

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of [five] years after the final payment has been issued to the Grantee by the State.

#### **XVI. INSURANCE**

- (A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee’s actions under this Agreement.
- (B) The Grantee must comply with applicable workers’ compensation laws while engaging in activities authorized under this Agreement.

#### **XVII. OTHER SOURCES OF FUNDING**

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

## **XVIII. COMPENSATION**

- (A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.
- (B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement.
- (C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.
- (D) The State reserves the right to request additional information necessary to substantiate payment requests.
- (E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the Contract & Payment Express Web Site (<http://www.cpexpress.state.mi.us>).
- (F) An amount equal to five percent of the grant award will be withheld by the State until the project is completed in accordance with Section XIX, Closeout, and Appendix A.
- (G) The Grantee is committed to the match percentage on page 1 of the Agreement, in accordance with Appendix A. The Grantee shall expend all local match committed to the project by the End Date on page 1 of the Agreement.

## **XIX. CLOSEOUT**

- (A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.
- (B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.
- (C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

## **XX. CANCELLATION**

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

## **XXI. TERMINATION**

- (A) This Agreement may be terminated by the State as follows.
  - (1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
  - b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
  - c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
  - d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
  - e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).
- (2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:
- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
  - b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
  - c. Convicted under State or federal antitrust statutes; or
  - d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
  - e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

## **XXII. IRAN SANCTIONS ACT**

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

## PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

### I. GRANT APPLICATION; PROJECT SCOPE

The scope of this project is outlined in the Grantee's approved Fiscal Year 2018 Recycling Infrastructure Grant Program Proposal, which is included in this grant agreement as part of this Appendix A, as well as any subsequent modifications to the original grant proposal as approved by the Grantor.

### II. GRANT REIMBURSEMENT PROCESS

The Grantee is responsible for the payment of all eligible costs necessary to complete the project. The Grantee shall submit reimbursement requests to the State which specify the time period covered by the reimbursement request and the payments made by the Grantee during the time period. The State will reimburse the Grantee 50 percent of the eligible payments made by the Grantee up to the final grant amount, less a five percent retention amount that will be paid when the final report is received. The five percent retention amount will be released upon acceptance of the final report. The remaining 50 percent of the expenditure will serve as the required match amount for the grant. The final report is due one year from cart deployment.

A request for payment shall be submitted by the Grantee on a form provided by the State and shall include proof of payment to the cart vendor (such as cancelled checks, vendor invoices, ACH, wire transfer confirmations, bank statements, etc.) and proof of receipt of goods. Reimbursement forms will be available on the Michigan Department of Environmental Quality's Recycling Program website (<http://www.michigan.gov/mirecycles>).

All eligible costs necessary to complete the project must be spent and reimbursement requested by September 30, 2019.

The Grantee is responsible for ensuring that all partner entities fulfill their commitments under the grant proposal.

### III. REPORTING REQUIREMENTS

The Grantee shall comply with all reporting requirements of the State during the Agreement Period.

#### QUARTERLY REPORT

The Grantee shall submit the final quarterly status report, including all supporting documentation for expenses, by September 30, 2019. Supporting documentation must include proof of payment and proof of receipt of goods.

Quarterly progress reports must be submitted at least every three months during the Agreement Period, even if no funds were expended. The quarterly report must be signed by the authorized contact person for the project. Indicate any name, address or telephone number changes for the contact person and/or the project,

Submit quarterly reports to [DEQ-RecyclingGrant@michigan.gov](mailto:DEQ-RecyclingGrant@michigan.gov).

***Provide the following narrative using the numbers and headings listed below:***

#### I. SUMMARY OF ACTIONS TAKEN DURING THE CURRENT PERIOD.

- A. Describe the tasks completed and how project funds were expended during the time period covered by the report. If no funds were expended during the current period, include a statement to that effect and explain why. A description of tasks completed during the current period must still be included.



## **II. SUMMARY OF ACCOMPLISHMENTS DURING THIS PERIOD.**

- A. Goals and objectives as set forth in the grant application and grant contract. List the project's stated goals and objectives and describe how the project is meeting them.
- B. Additional project accomplishments not included in original project goals and objectives.
- C. Project data: Provide any data collected during the current period. Attach available documentation which supports the data. If the data provided covers a previous reporting period, specify the dates which the data is from.

## **III. SUMMARY OF REMAINING ACTIONS TO BE TAKEN.**

- A. Describe the remaining tasks to be completed and indicate whether or not these tasks will be completed within the approved project schedule. For tasks which will not be completed within the approved project schedule, discuss the reasons for the delay and provide the revised task completion date.

## **IV. PROBLEMS ENCOUNTERED DURING THIS PERIOD.**

- A. Identify any problems encountered during the current reporting period and explain how they were resolved. Describe the impact these problems have had or will have on project design, completion and operations.

## **V. ADDITIONAL COMMENTS.**

- A. Provide any additional comments relevant to the status of the project and its operations.

## **FINAL PROJECT REPORT**

The final report is due one year after cart deployment, but no later than February 28, 2021.

The purpose of the final project report is to provide the State with data on your project and a narrative discussion about your project, including an evaluation of the project to date.

Identify the time-period covered by the final project report. The final project report must be signed by the authorized contact person for the project. Indicate any name, address or telephone number changes for the contact person and/or the project.

Submit final project reports to [DEQ-RecyclingGrant@michigan.gov](mailto:DEQ-RecyclingGrant@michigan.gov) .

Provide the following narrative information using the numbers and headings listed below:

### **I. PROJECT DESCRIPTION**

- A. Provide a description of the project funded.
  - i. Provide a summary of the project, including the following information, as applicable: service provider, number of households/units to be served, size of carts, collection frequency, collection method (single stream, curbside card sort, etc.), list of recyclable materials collected, name and location of recycling processor, and description of how the project will be sustained beyond the grant timeline. Include any news articles and/or photographs as appropriate.

- ii. Include the date project operations began and a discussion of the current status of project operations.
- B. List and explain the steps involved in completing the project, from planning through implementation to ongoing operations. Include the dates of major project activities and events.
- C. List and discuss other entities (e.g. companies, nonprofit groups, local units of government) that played a role in planning and implementing the project and briefly describe their role. Describe any formal agreements that were entered into as a part of project implementation.

## **II. PROJECT DATA**

- A. Diversion rate, participation rate, contamination data, and geographical area. Project data must also be submitted through the Michigan Recycling Reporting Re-TRAC program.
  - i. For the period covered by this report, provide the quantity of recyclable materials diverted, in pounds/period. Specify which recyclable materials are included in this reported volume (exclude yard waste, e-waste, and other materials not included in curbside program). Describe the methods for measuring these quantities.
  - ii. Provide baseline diversion rates from prior to the current grant project, if known.
  - iii. For the period covered by this report, provide information on the number of people and/or number of households/units served by the project. Describe the methods for measuring these numbers.
  - iv. Provide information on the number of people and/or number of household/units served prior to the grant project, if known.
  - v. For the period covered by this report, provide the participation rate. Participation rate is defined as the percentage of homes that put the recycling carts out for collection at least once during a month period.
  - vi. Provide participation rates from prior to the current grant project, if known.
  - vii. Provide any contamination data available.
  - viii. For projects that serve multiple jurisdictions, every effort should be made to track materials according to the geographic area where they were generated.
  - ix. For the period beyond this report, the DEQ strongly encourages the continued use of the Michigan Recycling Reporting Re-TRAC program for reporting recyclable material volumes diverted. This information will help the DEQ to more accurately calculate Michigan's recycling rate.
- B. Education and Outreach Program. Provide the following information for all project-related promotional activities which have occurred as a result of the project.
  - i. Types of groups (audiences) targeted
  - ii. Types of promotional materials developed
  - iii. Methods used to distribute information or materials
  - iv. Planned/future educational efforts

**III. PROJECT COSTS: Provide the following information regarding additional costs required to implement the project.**

- A. Provide the dollar amounts and a description of all additional program related capital costs which have been incurred during the time period covered by this report. Identify the specific dates these costs were incurred.
- B. For the time period covered by this report, provide the dollar amounts and a description of all additional costs (beyond match) required to complete the project. Identify the specific dates these costs were incurred.
- C. For the time period covered by this report, provide the dollar amount and a description of the costs needed to operate the project.
- D. Describe the funding mechanisms utilized to operate and maintain the project activities.

**IV. PROJECT EVALUATION**

- A. Goals and Objectives. Summarize each of the project's goals and objectives as stated in your original proposal. Discuss (in both narrative and numerical terms) how well you are meeting each goal and objective. For each goal or objective that is not being met, discuss why.
  - i. If the project goals and objectives have changed from those that were originally established, discuss how and why. Also discuss how these changes have impacted the final project.
  - ii. Recovery/Access/Participation Goals: As a part of the above discussion of project goals and objectives, identify the increase in volume collected (in tons per year) by material type and the increase in population/households served. If the project is not meeting its goals, indicate why these goals are not being met, what steps you are taking to meet the stated recovery goals, and a timeframe for meeting these goals.
- B. Discuss any project accomplishments not included in the project's original goals and objectives.
- C. Discuss the economic impact the project has had on the local economy. Include information on new jobs created and sustained and any other relevant economic information.
- D. List and describe all significant problems encountered during project implementation, including any cost overruns, institutional barriers, local issues, etc. Describe how the problems were addressed and resolved. Describe any impact these problems had in project design, implementation and/or ongoing operations.
- E. Describe the most successful components of the project and explain why you think they are successful.
- F. Describe the least successful components of the project and explain why you think they are not successful.
- G. Lessons Learned: Discuss any conclusions you have made about the technical and economic feasibility of carrying out a similar project. Identify what you would do differently if you were to carry out a similar project, and why.

**V. ADDITIONAL COMMENTS**

- A. Provide any additional information relevant to the status of the project and its operations.